

Southwest Civilian Personnel Operations Center Fort Riley, Kansas

SWCPOC

Trailblazer

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Together Everyone Achieves More

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CENTRALIZED RESUMIX IS HERE !



Southwest Region has implemented Centralized RESUMIX

Using the new automated tools developed to support Centralized RESUMIX, all resumes submitted through the Army Civilian Resume Builder now flow automatically into the centralized RESUMIX database. (The central RESUMIX database is maintained in Alexandria, VA.)

Self-nominations initiated through the Vacancy Announcement Builder are posted automatically to the centralized RESUMIX database. Centralized RESUMIX also introduces **ANSWER** which is the on-line applicant notification software, and software for web-based referrals.

Important Features for Applicants

- ✓ One resume will be on file for all centralized regions. There is no need to submit a new resume if you have one on file.
- ✓ Resumes submitted through the Army Civilian Resume Builder will automatically flow into the centralized referral database. This is the fastest way to get a resume into the centralized referral database. If you are applying through the Army Civilian Resume Builder, you will continue to select the CPOCs as you do now to send your resume. The system will automatically send the



resume to the CPOC you identified or to the centralized referral database as appropriate.

- ✓ Applicants must submit a new resume after they have accepted a permanent position if they wish to be considered for future job opportunities.

The Army Civilian Resume Builder, ANSWER, and vacancy announcements can be accessed thru <http://cpol.army.mil>

Staffing Tools for Centralized RESUMIX

- ✓ Self-Nominations through the Vacancy Announcement Builder will be posted automatically to the centralized referral database with on-line confirmation.

Army Civilian Resume Builder Autoflow – Resumes and supplemental data submitted through the Army Civilian Resume Builder will automatically flow into the centralized referral database.

Self-Nomination Autoflow – Self-nominations submitted through the Vacancy Announcement Builder will be posted automatically to the Centralized RESUMIX Database with on-line confirmation.

Web-Based Referral List – An electronically transmitted referral list will be sent to the manager's Army Knowledge On-line (AKO) email address along with electronic copies of each resume. The selecting official then clicks on a hyperlink, logs in using their AKO email address and password, and enters their selection on-line.



ANSWER – Applicants and CPACs will use the new Applicant Notification System Web Enabled Response System (ANSWER) to check the status of their resumes,

self-nominations and referral activity. ANSWER replaces the Regions' ROAR and SOARS notification systems. ANSWER can be accessed from <http://cpol.army.mil>.



- All Army vacancies posted on CPOL
- Collection point for all applicant data
- "Smart" technology to assist applicants
- Universal access to system
- Applicant feedback in "real" time
- Edit capability to your resume
- Applicant query system (ANSWER)



Frequently Asked Questions

1. Am I required to submit a new resume to the Centralized RESUMIX database if I currently have a resume with one or more of the current CPOCs?

Answer: No, your most recent resume will be the resume of record in the Centralized RESUMIX database.

2. If I do not have a resume in the Centralized RESUMIX database, how do I prepare a resume?



Answer: The Army Civilian Resume Builder is the preferred method and the most efficient way to prepare your resume and supplemental data sheet. Using the Army Resume Builder ensures that your resume is in the proper format for processing.

3. Is it necessary to send Supplemental Data with my resume?



Answer: Yes. If you do not submit the Supplemental Data or the Supplemental Data is incomplete, your resume will not be processed.

4. Should I submit a resume each time I want to apply for a position?



Answer: No, it is not necessary to submit multiple resumes. You should submit only one resume with the required supplemental data. When you self-nominate for a position, this one resume will be used to determine your qualifications and eligibility.



5. What is a self-nomination?

Answer: The self-nomination is how you "apply" for a position. It contains your name and SSN which is used to match the self-nomination to your previously submitted resume. Each time, you "apply" for a position, you must submit a new self-nomination.

6. How do I prepare a self-nomination?

Answer: The preferred method for preparing your self-nomination is on-line by clicking on the self-nomination button in the vacancy announcement located in the Army's Vacancy Announcement Builder at <http://cpol.army.mil>.

7. How will I know if my resume and self-nomination has been received?



Answer: Resumes and self-nominations submitted through www.cpol.army.mil will receive an on-line confirmation. Status of your resume and self-nomination can be viewed in the new notification system called ANSWER.

8. How do I access ANSWER?

Answer: Log on the Army Home Page at www.cpol.army.mil, click on Employment and then click on ANSWER. You will have to log into the system using the same USER ID and PIN you used in the Army Civilian Resume Builder.

9. How long is my resume kept on file?

Answer: If you are an Army employee, your resume will be kept on file until you retire, resign, are separated for any reason, provide false information, or request removal from the database. Additionally, if you accept a permanent position offered through a RESUMIX referral, your resume is automatically deactivated. Resumes from applicants external to Department of Army are kept on file for one year from the date they last self-nominated.



10. Who should I contact when I have questions about RESUMIX?

Answer: You may contact your servicing CPAC or the CPAC who services the organization that has the vacancy.



How Managers Can Monitor NTE Dates

We have recently noticed that sometimes extension actions for employees' appointments do not arrive at the SWCPOC with enough lead time to allow us to process the actions before the NTE date.



When the manager intends to extend the employee but for whatever reason does not get the RPA in on time, then the employee drops out of the personnel system. This causes many problems for the employee and the manager because pay is affected and then the manager may have to reannounce the vacant position.

So how do you monitor the actions that have not-to-exceed (NTE) dates? You can use the automated tools as described below.



To monitor your employees' NTE dates you can enter the Civilian Servicing Unit (CSU) Application through Army Regional Tools (ART).

Once you have entered ART, just follow these steps:

Step 1 – Review the menu and click on “CSU” and then you will need to enter your password.

Step 2 -Click OK.

Step 3 - Click on “Reports” listed at the bottom of your screen.

Step 4 – Scroll down the alphabetized list until you see Suspense Action Report and highlight the name of the report.

Step 5 – At the bottom of that screen you will see “Items, Sort, Process, Exit”. Click on “Items” and the screen will show you what type of items you will see for each employee, such as Servicing Office ID, Name, SSN etc. Click OK before exiting.

Step 6 – Select sort. If you would like to change the sequence on how you would like to view the item, insert the number in the column by placing a (1) for the first item and so forth.

Step 7 – Now you are ready to process your report. Click on “Process”. Another screen will appear so that you can enter the ‘from’ and ‘to’ dates that you would like to pull. Your report is running.

Step 8 – Your report has finished running. Click on “Next”, this will prompt the system to generate your first page. If you have several pages, at the top of the screen you can click on “Next” to view the next page. This report will enable you to see when your employee will end their appointments and other NTE dates on your employees.

REMINDER

When submitting a Request for Personnel Action (RPA) to extend an employee, please submit the RPA to the CPOC at least one pay period BEFORE the action becomes effective.

Using DA Automated Job Descriptions

Managers and supervisors have an increasingly important role in the management of human resources. Besides all the responsibilities of managing their workforce and ensuring they do not go over budget,



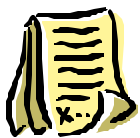
managers/supervisors must assign duties and responsibilities; write job descriptions; and maintain accurate job descriptions that show major duties, how work is reviewed, and what knowledge, skills and abilities are needed.



Some supervisors do not possess extensive experience in writing job descriptions. Writing a job description from scratch can be somewhat frustrating and very time consuming.

The Department of Army has recognized this, and created some tools that can help managers/supervisors whenever they need to establish new job descriptions. Use of these tools will ease the frustration and minimize the time that managers/supervisor spends putting together an accurate job description.

Two of the most frequently used sources of job descriptions are Position Description Library (PDL) and FASCLASS. PDL and FASCLASS are automated libraries that help supervisors and managers write job descriptions by providing a source for either complete position descriptions or individual duty descriptions. Although use of unedited job descriptions from each of these sources differs, both provide an excellent source of duty descriptions, and can be used to "cut and paste" or "piece together" a job description that may not otherwise be fully described. Both PDL and FASCLASS are accessible at <http://www.cpol.army.mil>.



PDL is a library of Army certified job descriptions. PDL job descriptions are certified by the Department of Army as accurately classified job descriptions, and are generally written to be more generic. Supervisors and managers using PDL job descriptions must ensure that they select and use only those job descriptions that accurately describe the duties and organizational setting of positions under review or development. PDL job descriptions can also be used with minor edits.

For less generic positions, FASCLASS provides a vast source of position descriptions. It is an automated library of official job descriptions for all positions serviced by the various Army CPOCs. While FASCLASS can be an excellent



source for job descriptions (or individual duty paragraph descriptions), keep in mind that just because a job description is in FASCLASS, it does not mean it is classified properly, with regard to current classification standards and organizational structure.



Whenever management submits a position description that is already in FASCLASS (under a different organization or classification authority), the CPOC classification specialist will provide an advisory classification review for the current DCA manager.

Classification advisories on PDs already in FASCLASS are provided when the PD submitted is not adequate for evaluation purposes. (For example - it is not in the right format, duties and factors do not correlate, or new classification standard not applied, etc.)

Classification advisories may also be provided when the desired classification is not supported, or if the PD does not fit the organizational setting. (For example - the PD is designed for HQDA or MACOM position and subject position is located at the installation level.)



Even though FASCLASS position descriptions are not certified as accurately classified and must be reviewed by CPOC classifiers, using FASCLASS can significantly reduce the managers and supervisor's overall time spent writing position descriptions.



Again, if the supervisor/manager chooses to use the PDL or FASCLASS as a source for new job descriptions, they can save time and just as important, lower the frustration level associated with writing position descriptions.



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